

CHECKLISTS FOR INDIVIDUALS

Applicant Name _____ Date _____

For detailed instructions, read *How to Apply* in each section, *Application Requirements for Individuals* on page 10, and *Preparing Work Samples* on page 57.

ALL APPLICANTS INCLUDE **ALL** ITEMS ON CHECK LIST PLUS:

- ☐ The *Agency Acknowledgement Card*, self-addressed and stamped.
- ☐ Checklist – Attach this completed checklist to the top of your application packet.
- ☐ The optional survey form on page 67 helps us to provide better service.
- ☐ An adequately-sized, self-addressed stamped mailer if you want work samples returned.

(Work samples may not be returned if applicant receives a QuickFund\$ or Fellowship.)

QuickFund\$

- ☐ completed application form 1
- ☐ budget form 1-B
- ☐ one-page response to narrative questions
- ☐ résumé, bio, or vita (up to two pages)
- ☐ artist statement (one page) ***
- ☐ support materials *
- ☐ work sample** **and**
- ☐ an information list (if required)

Fellowships

- ☐ completed application form 1
- ☐ anonymous application form 1 (no name or address)
- ☐ résumé, bio, or vita (up to two pages)
- ☐ one anonymous résumé, bio, or vita
- ☐ artist statement (one page) ***
- ☐ one anonymous artist statement ***
- ☐ work sample** **and**
- ☐ an information list (if required)

* Support materials, such as a letter of acceptance, brochures, articles, workshop information, résumés of master artists, and so on may strengthen your application.

** Work samples show quality of work and include images, manuscripts, DVDs, or CDs. See page 57 for detailed instructions.

*** Writers are not required to submit an artist statement.

Writer in Residence Award

- ☐ completed application form 1
- ☐ anonymous application form 1 (no name or address)
- ☐ résumé, bio, or vita (up to two pages)
- ☐ one anonymous résumé, bio, or vita
- ☐ work sample** manuscript
- ☐ work sample** audiotape or CD

Arts Education Teaching Artist Directory

- ☐ completed application form 1
- ☐ up to four-page response to narrative questions
- ☐ letters of recommendation from three persons familiar with your artistic ability, communication skills, and experience working with young people
- ☐ résumé, bio, or vita (up to two pages)
- ☐ artist statement (one page) ***
- ☐ support materials *
- ☐ work sample** **and**
- ☐ an information list (if required)

You must include all items on the checklist. Be sure to include a completed copy of the checklist with your application packet.
